

## RESPONSE SIGN-OFF CHECKLIST (SIX TO A PAGE)

- \_\_\_ I found all of the petitions and questions in the prompt.
- \_\_\_ I restated all petitions and questions.
- \_\_\_ I constructed a gist in my introduction.
- \_\_\_ I found details to use as evidence.
- \_\_\_ I found ways to insert some smart transitions.
- \_\_\_ I developed a conclusion.
- \_\_\_ I reread my response from beginning to end.
- \_\_\_ I am happy with my response now.

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